



VILLAGE OF HOTEVILLA

ACCOUNTANT

INTRODUCTION: This position is responsible for performing manual and computerized accounting duties and maintaining records of financial transactions in support of the Hotevilla.

DUTIES: (The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

1. Provides accounting services, i.e., maintaining document / files, journal entries, ledgers, registers, bank reconciliation and charts of accounts. Utilize the double entry system, manually and / or by computerized accounting.
2. Assists in the preparation of village budgets and prepares monthly financial reports as required ensuring that compliance requirements are met prepares records for audits.
3. Administers the payroll plan, leave and fringe benefit programs and any other relevant payroll data; issues payroll checks through an automated system and distribute as scheduled; processes quarterly / annual payroll reports required by the state and federal agencies; maintains related records for audit purposes.
4. Reviews and funds approve requisitions for purchases to ensure compliance with budgets, accepted procurement procedures and methods, and the prevailing policies and rules of procedure.
5. Coordinates inquire from board members, employees, management and financial institutions regarding village financial accounting and recommends procedural changes to supervisor.
6. Set up procedures on internal controls in accordance to the generally accepted accounting principles.
7. Performs other duties as assigned and authorized to achieve village goals and objectives.

COMPLEXITY: The work consists of duties utilizing established systems, different and unrelated processes and methods. The decision regarding what needs to be done depends upon the analysis of the subject. The chosen course of action may have to be selected from alternatives.

SUPERVISION RECEIVED: The supervisor establishes the objectives, standards, priorities and deadlines for assignments. The employee carries out the assignments independently utilizing own initiative to ensure compliance with the respective funding source requirements. The supervisor assures that correct procedures and methods are used and are technically accurate.

PERSONAL CONTACTS: Contacts are primarily with village people and staff. Other contacts are with are with representatives of other agencies within the scope of work. The purpose of these contacts is to exchange factual information and to communicate financial matters.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS: The work is sedentary and performed in a standard office environment. The work environment involves everyday risks and discomforts, which require normal safety precautions typical of offices, meeting and training rooms.

MINIMUM QUALIFICATIONS:

1. Required Education, Training and Experience:

A. Education : Associates of Arts degree in Financial Accounting;

AND

B. Experience : Four (4) years experience in a responsible accounting position

OR

C. Any equivalent combination of Education, Training and Experience, which demonstrates the ability to perform the duties of the position.

2. Required Knowledge, Skills and Abilities

A. Knowledge : Knowledge of full accounting theories, principles and practices

Knowledge of State, Federal, and local laws governing various financial report requirements

Knowledge of computers and financial accounting software

B. Skills : Skills in maintaining of all computerized accounting, records and the preparation of financial reports and statements.

Skills in the use of microcomputers for financial management

Skills in computerized accounting practices and related processes

Skill in written and verbal communications

C. Abilities : Ability to maintain cooperative working relationships among coworkers and others

Ability to analyze data, draw sound conclusions and adopt effective courses of action

NECESSARY SPECIAL REQUIREMENTS:

1. Possess valid Arizona Driver's License and complete / pass the Hopi Tribe's Defensive Driving Course.
2. Pass a sensitive background investigation and fingerprint check as required by the Hopi Tribe.
3. Must be bondable

DESIRED QUALIFICATION:

1. Speak and understand the Hopi language.

REVIEWED BY:


Department/Office Hiring Authority

1-21-03

Date

APPROVED BY:


Personnel Director

01-23-03

Date